

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 28/Feb/50

TO

FROM

SUBJECT: Size of NIS reserve.

Herewith are copies of two memoranda internal to D/NIS. They were given me by [redacted] to be passed on to you. They are illustrative of a piecemeal approach by D/NIS to the problem of reducing the NIS storage and printing job.

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Acting Chief, Publication Branch, D/NIS

24 February 1950

Chief, D/NIS

Press Run for NIS.

1. The current press run for NIS is 800 binders and 900 text elements, of which 100 are for individual section or chapter dissemination. This provided for 122 complete NIS in reserve stock. Recent changes in dissemination requirements, however, would result in an increase of this reserve stock to 176 complete NIS. This number is believed to be unwarrantedly in excess of the minimum reserve stock of 116 complete NIS authorized by the NIS Committee on 20 December 1949.

2. You are therefore directed to reduce immediately the normal press run for NIS binders to 750 and for NIS text elements to 850. Under the new dissemination requirements, which will become effective with the new press run, this will provide a CIA reserve stock of 126 complete NIS. This change will not effect the NIS elements designated for individual or chapter dissemination.

FOR THE CHIEF:

Colonel GSC
Deputy Chief

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cc: AD/ORE
AD/OCB
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Acting Chief, Publication Branch, D/NIS

24 February 1950

Chief, D/NIS

Press Run for Preliminary NIS Gazetteers.

1. The current press run for Preliminary NIS Gazetteers is 1,050 sets. This amount provides for 311 complete Gazetteers in reserve stock.

2. Forthcoming changes in dissemination requirements would result in an increase in this reserve stock by 50 complete Gazetteers.

3. In order to maintain the reserve stock constant, you are directed to reduce immediately the normal press run for Preliminary NIS Gazetteers to 1,000 sets.

FOR THE CHIEF.

Colonel GSC
Deputy Chief

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